

## **Little Traverse Bay Bands of Odawa Indians Job Posting**

<b>Job Title:</b>	<b>Enterprise Bookkeeper</b>
<b>Department:</b>	Accounting
<b>Reports To:</b>	CFO
<b>Status:</b>	Non-Exempt
<b>Salary Range:</b>	<b>\$13.54 - \$18.32 per hour / (\$28,163-\$38,106) annual</b>
<b>Level:</b>	3
<b>Opens:</b>	<b>April 07, 2015</b>
<b>Closes:</b>	<b>April 28, 2015</b>

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### **SUMMARY**

Under the supervision of the Tribal CFO prepares all financial reports, general ledgers, payments and receivables. Assists the CFO in creating and implementing policies and procedures for proper internal control of the enterprise assets.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs all daily processing and accounting for revenue and expenses of the business enterprise activities of the Tribe. Prepares monthly financial reports and cost reports to departmental/business managers. Ensures data integrity, accuracy, and completeness. Has full responsibility for all daily, weekly, monthly and annual financial tracking and reporting requirements of the enterprise.
- Tracks and reconciles all tribal tax-exempt purchases and sales of the enterprise.
- Assists management and Tribal CFO with the monitoring of activities for proper reporting and good business practice.
- Assists management and Tribal CFO to ensure compliance with tribal, local, state, and federal requirements and standard accounting and audit procedures.
- Assists management and Tribal CFO by monitoring and maintaining appropriate cash levels.
- With the assistance of the Tribal CFO keeps abreast of tribal government policies and procedures, current developments in accounting and auditing professions and changes in local, state, and federal laws, as applicable.
- Interacts with governmental auditors and assists independent auditors with interim and year-end audits, as appropriate.
- Performs other duties as assigned.

**QUALIFICATIONS**

Must be experienced in business financial management and accounting, especially in the area of maintaining/ensuring the adequate level of internal controls in a small business environment. Must be a self starter, learn quickly and work well as part of a team. Demonstrated ability to work utilizing a consistent exercise of discretion and independent judgment. Must be detail-oriented. Must be willing to take full responsibility for all aspects of the enterprises accounting cycle. Must have an excellent work history.

**SUPERVISORY RESPONSIBILITIES**

None

**EDUCATION AND EXPERIENCE**

Associates Degree in Accounting preferred, with 2 years working experience in the accounting field and demonstrated knowledge of general ledger and financial reporting functions. Some college level accounting classes combined with years of experience working in accounting may be considered. Tribal governmental accounting principles and/or procedures experience preferred.

**COMMENTS:**

Indian Preference will apply. Individual must be able to pass an extensive criminal background investigation.